

CAROLINE TERRY LLB⊗
DAVID SMITH B.A.
Assistant Solicitors
YASMIN RUMJAHN B.A
JANINE MARGERESON LLB*

PUMFREY & LYTHABY
Incorporating Attwater & Cope
SOLICITORS

155/159 High Street
Orpington, Kent BR6 0LN

Document Exchange No.
31601 Orpington
Fax: 01689 825906
Telephone: 01689 833657

Web: www.pumf.co.uk
Email: enquiries@pumf.co.uk

Your Ref:

Our Ref: 1/DS

31st March 2017

Dear Sir / Madam

Re: Closure of Pumfrey & Lythaby Solicitors

The firm of Pumfrey & Lythaby will cease practising at 5:30pm on Friday 31 March 2017.

My partner Caroline Terry will be retiring from private practice. However, I will be joining another local practice immediately after that date, together with some other employees of the firm. The practice concerned is **Manak Solicitors** of 265 & 271A High Street Orpington Kent BR6 0NW.

In order to minimise any disruption, Manaks have offered to take over the conduct of all our live non-legally aided matters after 31 March 2017 and have also agreed to **honour our quotes**.

All our Files, Deeds, Wills and other documents along with any money held in our client account will be transferred to Messrs. Manak Solicitors immediately after our closure.

Messrs. Manak Solicitors will write to all our existing non-legally aided clients with live matters in order to introduce themselves.

In the meantime, your matter, if active and is not funded by legal aid, will continue to be dealt with full diligence without any disruption to the process involved.

If, however you wish to have your matter transferred to another firm of your choice please confirm the same in writing and arrange for your chosen firm to write to us as soon as possible in order to make the appropriate request. Please ensure they quote our correct reference in their request. Alternatively, you may collect your files in person by making a mutually convenient appointment.

Finally, may I take this opportunity to thank all our past and present clients and staff for their continued support over the years.

Yours faithfully

David Smith
Senior Partner
Email: david@manaksolicitors.co.uk

⊗ Member of the Family Law Panel * Member of Children's Law Panel

This firm is authorised and regulated by the Solicitors Regulation Authority
SRA Number: 57862



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